

## **TRAVEL GUIDELINES FOR DESIGNATED ADVISORY & ENHANCEMENTS COMMITTEE MEMBERS**

This travel packet provides guidelines for traveling on State business. Included are methods of travel available, travel expenses eligible for reimbursement, and other pertinent information.

### **A. Eligible Travel Reimbursements**

Committee members are reimbursed for eligible meal and lodging expenses incurred when traveling over 50 miles from home or headquarters in the course of official business. In addition, each Committee member shall receive actual and necessary traveling expenses incurred in the course of duty.

Submit all **REQUIRED** original expense receipts to Jorge Cortez, SSSB staff, at the business address noted below. Do this the week following the meeting. If you submit a claim, and do not have the necessary receipt(s), you must provide a written explanation.

### **B. Travel Expense Worksheets**

Complete a Travel Expense Worksheet and note the expenses incurred during the official travel. Sign the Travel Expense Worksheet at the "Claimant's Signature" and return the form by e-mail, fax or mail to:

California Student Aid Commission  
School Support Services Branch  
P.O. Box 419028  
Rancho Cordova, CA 95741-9028  
Attn: Jorge Cortez  
FAX: (916) 526-8002  
E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

Upon receipt, Jorge will complete the Travel Expense Claim (TEC) for your reimbursement, based on the information you provide, and will email the TEC to you. Please print the form and write your Social Security Number where indicated. Once the form is fully completed, sign it in blue ink and return it to the address listed above. Your reimbursement check will be sent to you in approximately 4 weeks after you submission.

### **C. CSAC Authorized Travel Agency**

For airline and rental car arrangements, contact Giselle's Travel at **(916) 922-0330** or **1(800)523-0100** or you can make your travel arrangements, online, at [www.globaltrav.com](http://www.globaltrav.com). Charges are directly billed to California Student Aid Commission (Commission) by using the authorized four digit code of "0704". Please keep all itinerary information that you receive from the travel agency since this information must be submitted with your travel claim as well.

## ***Airline Reservations***

Contracts exist between the State of California and authorized airlines. To assure that you use authorized carriers and receive the contracted state discount, please make your airline reservations through Giselle's Travel. Airline reservations are "ticketless" and directly billed to Commission. If you need to change your airline reservations one hour or more prior to the departure time, contact Giselle's Travel. For changes needed immediately prior to departure, contact the airline directly.

## ***Rental Car Arrangements***

It is recommended that you make your rental car reservations through Giselle's Travel as well. You may, however, make rental car arrangements on your own. If you do this, please refer to the current Management Memo (Attachment 3) for authorized car rental companies, instructions, and guidelines.

***PLEASE REFUEL THE VEHICLE PRIOR TO RETURNING IT AS IT IS LESS COSTLY TO THE STATE.***

### **D. Vehicle Usage**

*"Agencies determine who will drive on official business and the types to use: state-owned, privately-owned, or commercially-owned vehicles." (State Administrative Manual, Section 0750)*

### **E. Vehicle Operator Requirements**

*"Employees who operate vehicles on official business must have a valid driver's license, insurance, and a good driving record." (State Administrative Manual, Section 0751)*

*"Employees who operate vehicles on official business shall use, and ensure all passengers use, all available safety equipment in the vehicle being operated." (State Administrative Manual, Section 0751)*

### **F. Private Vehicles**

*"Employees may use their privately-owned automobiles on official business if this is approved by the agency." (State Administrative Manual, Section 0750)*

*"An employee must certify in writing the vehicle will always be covered by liability insurance at the following levels: \$15,000 for personal injury to, or death of, one person; \$30,000 for personal injury to two or more persons in one accident, and \$5,000 for property damage. The vehicle is adequate for the work. The vehicle is equipped with operating safety belts. The vehicle is in safe mechanical condition." (State Administrative Manual, Section 0753)*

Although you are not an "employee", you must meet the requirements pertaining to operator requirements, vehicle safety, seat belt usage, and authorization. On an annual basis, you will be asked to complete the "Authorization to Use Privately Owned Vehicles on State Business" (STD. 261).

The standard rate for mileage reimbursement for use of a privately owned vehicle on official state business is 34 cents per mile.

#### **G. Parking Fees**

Parking fees are reimbursable expenses and require receipts over \$10.00.

#### **H. Bridge and Road Tolls**

Bridge and road toll fees are reimbursable expenses and require no receipts.

#### **I. Shuttles and Taxis**

Shuttle and Taxi charges are reimbursable expenses and require receipts.

#### **J. Hotel Arrangements**

Hotel arrangements are made by Jorge. Approximately 3 weeks prior to the meeting, you will be notified of the hotel and date(s) that have been reserved. You will be asked to respond as to whether or not you will need a reservation. A room list is prepared and transmitted to the hotel based on the information you provide. The room charge and tax are directly billed to Commission. Individuals are responsible for incidentals. **NOT adhering to the 24-hour cancellation requirement will result in the Commission being charged the full amount of the hotel room.** If you need to cancel your room, please notify Jorge immediately to avoid unnecessary charges.

#### **K. Telephone Calls**

Business telephone calls are reimbursable expenses and require receipts over \$5.00 and must include the place and party called.

#### **L. Incidentals**

Incidentals are reimbursable up to \$6.00 for a full 24 hour period. (Incidentals may not be claimed for less than a 24 hour period.)

#### **M. Meal Allowances**

##### ***Allowable meal expenses for travel LESS than 24 hours:***

No lunch or incidentals may be claimed.

Breakfast: Trip must begin at or before 6:00 a.m. AND end at or after 9:00 a.m.

Dinner: Trip must begin at or before 4:00 p.m. AND end at or after 7:00 p.m.

##### ***Allowable meal expenses for any 24 hour period or fraction thereof:***

Breakfast: \$6.00

Lunch: \$10.00

Dinner: \$18.00